

Today's date:

&KZ dZ sdGEWÀ o μšZ}OE}ì uš}š (μooÇ %%%CE}À ]v CE&Z]•ÀμPUBZ•Š+SEZÈ ŠÀCEo ÀCEo]]vP%o š • v  
•]Pv• šZ]• (}CEÁ š!•o (šCE šZ (}CE=š] ÇCEÀò oÁ l• (}CE šZ ](šCEŠv šDv)š(š oB}À šZ d š}  
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vÇ šCE À o μv CEš(μooÇ]šZ)%šCEÇÁv}šd CE ]u μCE• X 4= ceŸ%%o!!'1'4ð '1'4ð 'À ð à %P3U &%oWC (}P •3

Traveler: (As it appears on official documents)		Traveler Status:	
GEMS ID:		Department:	
Funding source 1:			
Funding source 2:			
Funding source 3:			
Business Purpose:			

Airfare comparisons are required when:

- x dZ šOE À o ]• (vEš u• šOŠ]]%šZÇ μ•]v •• •š]v š]}}v v I ]μu ] š o (š OE šZ μ•]v •• À v š X
- x USF Tampa Campus business travelers fly from an airport other than Tampa or to an airport the closest commercial airport to the business vent location
- x Booking two onway plane tickets instead of a round trip ticket
- x A traveler chooses to drive rather than fly. Mileage OE ]u μOE• u v š ]• š Ç %o]]μ v š o Ç o that would have been allowed (šOE Z %o •š À ]o o (o]PZš•X
- x been